

# SNPLMA Roles & Responsibilities

March 22, 2001

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
1	Policy & Guidance	Approve implementation policy	✓									
2	Policy & Guidance	Develop implementation policy (except related to disposal actions)		✓								Including Affordable Housing
3	Policy & Guidance	Develop implementation policy for disposal actions including exchanges, R&PP and land sales					✓					
4	Policy and Guidance	Review and comment on draft implementation policy (except disposal actions)				✓	✓	✓	✓			Including Affordable Housing
5	Policy & Guidance	Review and comment on draft implementation policy related to disposal actions		✓		✓			✓			
6	Policy & Guidance	Develop & maintain procedural handbook (except related to disposal actions)		✓								
7	Policy & Guidance	Develop & maintain procedural handbook related to disposal actions					✓					
8	Policy & Guidance	Review and comment on procedural handbook				✓						Others as appropriate
9	Project Management	Implementation planning, management, tracking and reporting (all activities except disposal actions)		✓								
10	Project Management	Implementation planning, management, tracking and reporting for disposal actions					✓					
11	Budget	Prepare an integrated AWP submission		✓			✓					With input from all organizational units providing support
12	Budget	5853 Program lead (AWP directives, budget formulation)		✓								

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
13	Budget	Budget execution (authorizing expenditures, monitoring, corrections, reporting)		✓								
14	Budget	Budget, finance and accounting coordination and support		✓	✓		✓			✓		
15	Project Management	Contracting for major contracts (except related to disposal actions) including cooperative agreements (5) and interagency agreements (4)								✓		
16	Project Management	Technical Representative – All contracts, cooperative agreements (5) and interagency agreements (4)		✓								
17	Project Management	Review and comment on all major contracts							✓			
18	Project Management	Audit preparation and coordination. IG, GAO liaison		✓								
19	Project Management	Participate in audits. Respond to requests for information associated with audits.		✓	✓	✓		✓	✓	✓		May include local govt and other agencies
20	Sales	Overall management, planning and decision authority for disposal actions (sales, leases, exchanges)					✓					
21	Sales	Liaison with local govt's. to identify and configure parcels for sale					✓					
22	Sales	Review and comment on formal agreements with units of local gov't related to disposals							✓			
23	Sales	Realty, hazmat, cultural, GIS, cadastral survey, and NEPA work to prepare parcels for sale					✓					Coord. with NV-950 on cadastral surveys
24	Sales	Public contacts/public room inquiries					✓					

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
25	Sales	Conducting or contracting for appraisals and appraisal reviews				✓						
26	Sales	Review and approve appraisal				✓						Lead State Appraiser
27	Sales	Contracting for sales			✓							GSA is current contractor
28	Sales	COR on Sales contract		✓								Business Manager
29	Sales	Conduct auctions									✓	GSA Contract
30	Sales	Closing room operations					✓					
31	Sales	Provide security					✓					
32	Sales	Conduct lessons learned and make process improvements					✓					
33	Sales	Patent preparation & quality control					✓					
34	Sales	Review, finalize and issue patents				✓						
35	Sales	Update LR 2000- Sale data					✓					NV-930 update with patent data
36	Special Account	Policy, procedure and accounting of special account funds		✓								
37	Special Account	Design and maintenance of chart of accounts (including reporting elements in investment module, CBS, MIS)		✓								NBC support
38	Special Account	Receipt accounting (all sales, CMA activity)		✓								
39	Special Account	Accounting of funds to State and SNWA		✓								

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
40	Special Account	Make payments to State and SNWA								✓		In coordination with the Project Office and the LVFO
41	Special Account	Direct Special Fund investment program		✓								
42	Special Account	Investing, redeeming, and regulatory reporting								✓		
43	Special Account	Assistance to customers in establishing reimbursable accounts, Task Orders, reimbursement		✓								
44	Special Account	Make special account projections		✓								
45	Expenditure of Special Account	Develop and maintain the Implementation Agreement (IA)		✓								Executive Committee approves IA
46	Expenditure of Special Account	Manage nomination and selection process (issue calls for nominations, assemble nomination packages, facilitate committee meetings, etc.) Provide assistance in preparing nomination packages.		✓								For land acquisitions, capital improvements, parks, trails and natural areas & MSHCP
47	Expenditure of Special Account	Research, prepare and submit nominations for land and projects for funding from the special account						✓				Other agencies, local govt and interested parties
48	Expenditure of Special Account	Participate on Capital Improvements and Parks, Trails and Naturals Areas sub-groups					✓					Other agencies, State and local governments
49	Expenditure of Special Account	Evaluate property for acquisition by the BLM (including an assessment of the capacity to manage the property post acquisition). Forward recommendations to the BLM Working Group rep.						✓				Coordinate with the Office of the State Director

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
50	Expenditure of Special Account	Approve preliminary recommendation for expenditures of the special account										Working Group established by IA
51	Expenditure of Special Account	Approve final recommendation for expenditures of the special account										Executive Committee established by IA
52	Expenditure of Special Account	Approves land acquisitions and project nominations to be funded from the Special Account										Secretary of the Interior
53	Expenditure of Special Account	Planning, implementation and management of acquisitions and projects. Prepare a time-line. Develop any inter-office agreements required.						✓				Other agencies and local government also perform this task
54	Expenditure of Special Account	Track and report on status of acquisitions and projects		✓								
55	Expenditure of Special Account	Oversight and release of special account funds for acquisitions and projects		✓								
56	BLM Land Acquisition	Prioritize funded BLM acquisitions for workload planning purposes	✓									Input from SLT
57	BLM Land Acquisition	Obtain land owner permission to enter property for minimum criteria assessment						✓				
58	BLM Land Acquisition	Conduct initial inspection. Complete Certificate of Inspection and Possession						✓				
59	BLM Land Acquisition	Determine if relocation is required under PL 91-646		✓								
60	BLM Land Acquisition	Conduct Pre-acquisition Environmental Site Assessment						✓				In-house or by contract

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
61	BLM Land Acquisition	Prepare NEPA document for proposed acquisition and alternatives (if applicable)						✓				In-house or by contract
62	BLM Land Acquisition	Prepare decision document						✓				
63	BLM Land Acquisition	Prepare letter of intent if a 3 <sup>rd</sup> party is involved		✓								
64	BLM Land Acquisition	Process land acquisition task order		✓								
65	BLM Land Acquisition	Establish case file. Validate applicable data. Obtain serial number and enter into LR2000						✓				
66	BLM Land Acquisition	Open escrow account, obtain title evidence and evaluate title encumbrances		✓								
67	BLM Land Acquisition	Examine adequacy of legal description		✓								
68	BLM Land Acquisition	Order appraisal, including appraisals preformed in conjunction with third party acquisitions		✓								
69	BLM Land Acquisition	Obtain appraisal of rights to be acquired				✓						
70	BLM Land Acquisition	Prepare acquisition deed		✓								
71	BLM Land Acquisition	Prepare vicinity map		✓								
72	BLM Land Acquisition	For conservation easements, prepare Baseline Document Report showing existing baseline conditions found on the property to assist future management and monitoring of the easement						✓				

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
73	BLM Land Acquisition	Prepare offer letter		✓								
74	BLM Land Acquisition	Negotiate purchase with the land owner		✓								
75	BLM Land Acquisition	Enter into Agreement for the Purchase of Land with the land owner		✓								
76	BLM Land Acquisition	Complete Letter of Agreement to reflect negotiations (if applicable). All agreements must be in writing and signed by an authorized officer. Grantor's signature on deed signifies concurrence with the conditions in the Letter of Agreement.		✓								
77	BLM Land Acquisition	Approve agreements for paying an amount over the appraised value	✓									
78	BLM Land Acquisition	Obtain preliminary title opinion		✓								
79	BLM Land Acquisition	Prepare escrow and closing instructions (for closing in escrow)		✓								
80	BLM Land Acquisition	Request payment of consideration		✓								
81	BLM Land Acquisition	Deposit documents in escrow		✓								
82	BLM Land Acquisition	Complete final Certificate of Inspection and Possession prior to closing or recording deed.						✓				
83	BLM Land Acquisition	Record deed if not closed in escrow		✓								
84	BLM Land Acquisition	Complete closing actions		✓								

	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
85	BLM Land Acquisition	Obtain final title evidence on U.S. Policy form		✓								
86	BLM Land Acquisition	Obtain final Title Opinion		✓								
87	BLM Land Acquisition	Prepare Final Title Opinion							✓			
88	BLM Land Acquisition	Complete entry of required data standards in LR2000						✓				
89	BLM Land Acquisition	Request notation of the action to the official land status records						✓				
90	BLM Land Acquisition	Establish casefile for 3 <sup>rd</sup> party encumbrances on property acquired and note them in LR2000 and land records						✓				
91	BLM Land Acquisition	Send letter of appreciation to Grantor						✓				Field Manager sign letter
92	BLM Land Acquisition	Prepare news release announcing completion of acquisition (if applicable)						✓				Coordinate with NSO Public Affairs
93	BLM Land Acquisition	Update real property records as required						✓				
94	BLM Land Acquisition	For conservation easements, develop schedule to monitor rights acquired						✓				
95	CMA	Tracking, auditing, oversight of CMA parcels		✓								
96	CMA	Develop and negotiate an updated agreement with the Clark County Dept of Aviation regarding notification, audits, financial transactions, and reporting		✓								



	Area	Task	State Director	Proj Office	NV 950	NV 930	LV Field Office	NV Field Offices	SOL	NBC	Out-source	Other/ Comment
97	R&PP	Process and approve applications for transfer of R&PPA reversionary interest					✓					
98	Affordable Housing	Process and approve applications for affordable housing sales						✓				
99	Administrative Support	IT support, small contracts, public room inquiries, collections, deposits					✓					
100	Public Information	Web-site manager										NSO Public Affairs
101	Public Information	Provide project information for posting on the web-site (except for disposals)		✓								
102	Public Information	Public Affairs support for acquisition and project completion events (ribbon-cuttings)						✓				Other agencies, local governments
103	Public Information	General public affairs support					✓	✓				NSO Public Affairs
104	Public Information	Provide disposal information for posting on the web-site					✓					

N:\mcline\new1\NewStufffromMike\Function Table.wpd